

**FIRE TRAINING AND SAFETY OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING AND SAFETY OFFICER** to be administered in **ST. TAMMANY F.P.D. #1** on **APRIL 25, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures used to evaluate the effectiveness of a training program, including preparing lesson plans and training materials, administering and grading examinations, performing statistical analyses of examinations, and making recommendations for improvement of a training program.	21.0%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of forcible entry, ventilation, salvage and overhaul, rescue, fire attack and hazardous materials, and to supervise subordinate employees at the scene of an emergency in these areas.	19.0%
<b>WATER SUPPLY AND PUMP OPERATIONS</b>  Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of pump operations; fire streams; nozzle and hose handling; hydraulics; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	14.0%
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in their use, including the following: protective breathing apparatus, ropes, ladders, and extinguishers.	5.0%
<b>MEDICAL PROCEDURES AT THE EMERGENCY</b>  Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	5.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>SAFETY</b>  Knowledge of safety procedures in order to identify and appraise conditions which could produce accidents and financial losses, to monitor and evaluate local conditions which may become fire or safety hazards, and to observe department personnel to determine use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing, and train employees in these areas.	14.0%
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving keeping informed on administrative practices, modern fire fighting methods, and on local trends that may affect the fire service; public relations; and inventory control, including ordering supplies and equipment, and making recommendations on major purchases for the department.	13.0%
<b>REPORTS</b>  Knowledge of effective report preparation procedures, including the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills such as reading graphs, manuals or reports, and filing records and reports as required.	9.0%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE LIST

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.  
 Fire and Emergency Services Instructor, 7th ed., 2006.  
 Pumping Apparatus Driver/Operator, 2nd ed., 2006.  
 Fireground Support Operations, 1st ed., 2002.

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.